



Charlotte Ballet's 2018 Summer Intensive Residential Director Job Description

The goal of our residential staff is to promote a positive residential life experience for all our Summer Intensive participants. The Residential Director's primary focus is to represent Charlotte Ballet on the UNC Charlotte campus and to manage/oversee all aspects of the campus housing experience. The Residential Director will supervise the Residential Advisor(s) and Student Chaperones, and is equipped to be the first contact for dancers and parents with residential concerns. We are seeking a candidate that is a college graduate, current graduate student, or working professional. Dance, teaching, and/or counseling employment/experience is strongly preferred. The Residential Director will report directly to the Charlotte Ballet Academy Program Manager.

Dates of employment: **Friday, June 22, 2018 – Sunday, July 29, 2018**

The Residential Director (RD) will:

- Reside on UNC Charlotte's campus June 22 – July 29, 2018
- Participate in training, planning sessions, and on-site preparations June 22 & June 23
- Supervise dorm check-ins on Sunday, June 24 and Sunday, July 1
- Supervise dorm check-outs on Sunday, July 15 and Sunday, July 29
- Serve as a liaison between Charlotte Ballet and Conference Services at UNC Charlotte regarding issues such as lost keys, lost access cards, catering, security, cleaning services, etc.
- Serve as the primary contact for dancers and parents regarding residential concerns. Manage an email account that parents will use to communicate any direct residential questions or concerns
- Supervise the check-in and check-out process for dancers allowed to leave campus during weekend visitation hours
- Ensure that all dancers uphold curfew and all other UNC Charlotte/Charlotte Ballet regulations and policies. Report all misconduct to Academy Program Manager
- Mediate roommate or group conflicts that may arise; Assist dancers with personal/transitional concerns
- Coordinate and manage weekly staff meetings with Resident Advisor(s) and Student Chaperones
- Supervise dancers whenever they are on campus (approximately 5 PM – 9 AM, Monday – Saturday and all day Sunday)
- Actively engage dancers during the evening hours, i.e. door open, make rounds, etc.
- Coordinate evening and weekend activities at UNC Charlotte in collaboration with Academy Program Manager, Resident Advisor(s), and Student Chaperones
- Be on-call and available in case of emergency during the overnight hours of 9 PM – 9 AM
- Be on-call in case of emergency during hours when dancers are at the Center for Dance (approximately 9 AM – 5 PM, Monday – Saturday). The RD may be asked to provide transportation to a dancer during the day in case of emergency, or to stay with a dancer on the hall if they are sick.
- Attend and supervise weekly planned excursions (Target, Carowinds, off campus meals, etc.)
- Attend weekly meetings with Charlotte Ballet's Academy Program Manager
- Act as an informational liaison between Charlotte Ballet's Academy Program Manager and the dancers
- Supervise Resident Advisor(s) and Student Chaperones

Compensation will be \$5,000 and housing provided at UNC Charlotte during employment dates. The Resident Director will have one weeknight (Monday – Friday) off per week, in rotation with the Resident Advisors. Residential staff will be on Charlotte Ballet's payroll and therefore will receive paychecks every two weeks. Meals are not provided.

To apply, please send resume, cover letter, and a list of three references to Charlotte Ballet's Academy Program Manager, Ruth Gibbs, at rgibbs@charltteballet.org. Application deadline is Friday, March 30, 2018 at 12 PM.